

INTRODUCTION TO ADOBE INDESIGN

COURSE OUTLINE



01428 741 482
capitaltraining.com



Introduction to Adobe InDesign

Course Aims

This one-day introduction to Adobe InDesign is tailored for beginners, graphic designers, marketing professionals, and individuals looking to start their journey with Adobe InDesign. Through guided demonstrations and hands-on practice, participants will explore the InDesign workspace and interface, learn efficient navigation, create new documents with custom specifications, work with text and text frames, import and manage images, understand master pages, work with shapes and graphics, organise content with layers, apply page numbering and section options, create paragraph and character styles, add tables and interactive elements, run preflight checks, and export documents for print and digital. By the end of this one-day course, participants will have gained essential skills in Adobe InDesign, enabling them to confidently create professional layouts, publications, and design projects for print and digital media.

Duration

6 hours (Face to Face or Virtual)

Target Audience

This introductory course is tailored for beginners, graphic designers, marketing professionals, and individuals looking to start their journey with Adobe InDesign.

Learning Outcomes

By the end of the course, participants will be able to:

- Understand the role of Adobe InDesign in layout design and publishing
- Navigate the InDesign workspace, menus, panels and tools confidently
- Create new documents using custom specifications and presets
- Add and format text and link text across frames
- Place, manage and fit images within InDesign documents
- Apply master pages for consistent layout elements
- Draw and style shapes and graphic elements
- Organise content using layers for efficient design
- Apply page numbering and manage sections for complex layouts
- Create and apply paragraph and character styles
- Insert and style tables and add interactive elements
- Run preflight checks to verify document readiness
- Export documents in formats suited to print and digital use

Course Content

Session 1 - Overview of Adobe InDesign

- Introduction to the InDesign workspace and interface.
- Understanding the role of InDesign in layout design and publishing.

Session 2 - Navigating the InDesign Interface

- Familiarisation with menus, panels and tool options.
- Learning efficient navigation techniques.

Session 3 - Creating a New Document

- Setting up a new document with custom specifications.
- Understanding document presets for different purposes.

Session 4 - Working with Text

- Adding and formatting text in InDesign.
- Understanding text frames and linking text across frames.

Session 5 - Importing and Managing Images

- Placing and managing images within InDesign documents.
- Understanding image frames and fitting options.

Session 6 - Understanding Master Pages

- Introduction to master pages and their importance.
- Applying master pages for consistent layout elements.

Session 7 - Working with Shapes and Graphics

- Drawing and customising shapes for design elements.
- Applying and styling graphic elements within layouts.

Session 8 - Understanding and Working with Layers

- Introduction to layers and their significance.
- Organising content on different layers for efficient design.

Session 9 - Page Numbering and Section Options

- Applying page numbering to documents.
- Understanding and managing sections for complex layouts.

Session 10 - Working with Styles

- Creating and applying paragraph and character styles.
- Streamlining formatting for consistent designs.

Session 11 - Adding Tables and Interactive Elements

- Inserting and styling tables for organised information.
- Incorporating interactive elements for digital publications.

Session 12 - Preflight and Document Checking

- Utilising preflight tools for document verification.
- Ensuring document readiness for print or digital output.

Session 13 - Exporting and Printing Documents

- Exporting documents in various formats.
- Preparing documents for high-quality printing.